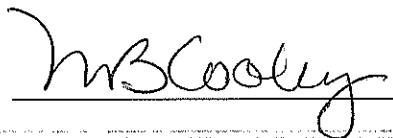


Town of Needham Select Board

Policy Number:	SB-LIC-002
Policy:	Outdoor Space Use Permits
Date Approved:	4/12/2023
Date Revised:	
Approved:	 Chair, Select Board

Section 1. Purpose and Scope

The purpose of this policy is to establish a process and application criteria for permitting use of outdoor spaces under the jurisdiction of the Select Board. The current list of outdoor spaces governed by this policy are below, and this list may be expanded if additional spaces come under the jurisdiction of the Select Board:

- Town Common
- Needham Heights Common (Avery Square)
- Amity Path (Needham Accessible Reservoir Trail)
- Eaton Plaza

The Select Board will consider these guiding principles for permitting use of outdoor space:

- Foster quality, accessible, and welcoming public spaces that facilitate civic engagement for residents and visitors to include use for community events
- Provide equitable opportunities for residents and non-profit groups in Needham to host community events
- Maintain safety and comfort of residents and visitors attending community events or enjoying the outdoor space while an event is occurring
- Balance the use of space for community events with municipal programming and maintenance operations

Section 2. Policy

Space Use Permits (“Permits”) shall only be granted for community events that are free and open to the public. Applicants may not sell goods or services at permitted events.

Permits shall only be required for planned events where the anticipated number of attendees is greater than 30. Permits shall not be required for vigils, small events (e.g. a birthday party), or other impromptu gatherings.

The Town Manager (or designee) shall be the approval authority for Permits.

Section 3. Procedures

Applicants for Permits shall:

- Apply no later than 30 (thirty) calendar days prior to the date of the requested event
- Provide a certificate of liability insurance naming the Town of Needham as an additionally insured party in the amount of \$1 million/\$2 million
- Provide a proposed layout for the community event (this may be hand drawn)
- Inform the Town of any electrical requirements for the event (availability will be based on the requested space, layout of the community event, staff availability, and status of infrastructure)
- Provide all equipment for community event (e.g. tables, chairs, tents, etc.), to include relevant and required permitting/licensing
- Attend to all displays during the permitted event and ensure removal of any display which may otherwise be unattended in accordance with Select Board Policy [SB-DIS-001 \(Displays on Town Property\)](#)
- Provide for the removal of all equipment and refuse (i.e., “carry-in, carry-out”) used or created during the event
- Coordinate with the Department of Health and Human Services and receive appropriate approval should the applicant wish to provide food or beverage

The Office of the Town Manager shall:

- Develop, publish, and maintain a Permit application
- Coordinate with and receive sign-off from the Needham Police and Fire Departments to coordinate safety details
- Coordinate with and receive sign-off from the Needham Department of Public Works to ensure that the request (to include equipment brought by the applicant) is consistent with the maintenance and use requirements of the requested space, does not conflict with projected maintenance activities, and for facilitation of any requests for electricity
- Provide the Needham Police, Fire, and Public Works Departments notice of approved Permits
- Should the Permit be approved, provide the applicant the Permit prior to the event

Section 4. Fees

There shall be no fees associated with the application for or issuance of Permits.

However, applicants may be charged fees associated with any necessary safety details or other required services related to the nature of the event (e.g. health permits for food service).

Section 5. Exceptions

The Town Manager may make exceptions to this policy when determined that it is in the best interest of the Town to do so.

This policy shall not apply to municipal events.